



CITY OF NEWCASTLE

Community Development Department

Pre-Application Conference

What is a Pre-Application Conference?

The Pre-Application Conference is a one-hour meeting required at the conceptual stage of project design between the developer's design team and the following City staff and public entities, as applicable to the proposed project:

Planning Division - Community Development Department

Building Division - Community Development Department

City Engineer - Public Works Department

Parks and Recreation

Coal Creek Utility District

The meeting provides an opportunity early in the design phase for the applicant and the members of the design team to exchange information with City staff from all departments that have review authority or interest in the development process.

When is a Pre-Application Conference necessary?

Pre-Application Conferences are required for projects that will need one or more of the following permits or approvals:

- **Preliminary Plat** (Subdivision)
- **Short Plat** (Subdivision of nine lots or fewer)
- **Binding Site Plan**
- **Residential Condominium Binding Site Plan Review Process**
- **Site Plan Review** (multi-family development, new commercial construction, etc.)
- **Conditional Use Permit**
- **Special Use Permit**
- **Development within the Community Business Center/Lake Boren Corridor Master Plan Area**
- **Any project requiring a SEPA determination**
- **Reasonable Use Exception**

What is the purpose of a Pre-Application Conference?

The City's primary goal is to provide a service to its development clients that, through the exchange of information early in the design process, will result in a complete application and quality design. To further this goal, City staff will identify the following information for the applicant:

- **Required permits**
- **Overview of the applicable regulations**
- **Recently adopted or anticipated changes to code and/or policies**
- **Adopted policies of particular relevance to the proposed project**
- **Any obvious code violations or conflicts with City plans and policies ("fatal flaws")**
- **Known site constraints**
- **Information regarding any City plans that may affect the project, such as road widening**
- **Information on project review timelines**
- **Information on applicable fees and billing methods**
- **Known impact fees and/or connection charges**

The Pre-Application Conference cannot provide the following:

- **A detailed plan review.** This level of review is not appropriate until an application has been filed.
- **Training in the City's codes.** The applicant is responsible for acquiring all code information from City documents.
- **A SEPA determination**
- **Final approval**

Please note that the discussions at the conference shall not bind or prohibit the City's future application or enforcement of all applicable law since it is impractical for a Pre-Application Conference to be an exhaustive review of all potential issues.

NMC 19.09.010(C)

How is a Pre-Application Conference scheduled?

Meetings are scheduled on Thursdays at 2:00 PM by appointment and are held at City Hall, 12385 Newcastle Way, Suite 200, Newcastle, Washington. **Please submit:**

- 1 copy of the attached information sheet;
- 1 copy of a vicinity map (8 ½" x 11"), which shows the property (labeled with approximate street address and tax parcel number) and the immediate surrounding area;
- 1 copy of an 11x17 preliminary site plan, showing as many details as possible (see the attached information sheet for site plan requirements). **Note: The caliber of staff comments you receive will be directly related to the amount and detail of preliminary application information provided to us.**
- Electronic copies of all materials sent to permit@newcastlewa.gov
- **Fees: \$390 plus a minimum refundable deposit of \$1000 to cover costs and review time**

Upon receipt of the pre-application materials, staff will reach out to you to schedule a conference. Typically, conferences are scheduled 4 weeks following receipt of all required materials and fees.



CITY OF NEWCASTLE
Community Development Department

**Pre-Application
Conference**

SUBJECT PROPERTY

Property Address: _____

Parcel Tax Identification Number: _____

Site Zoning: _____ Site Area: _____

No. of Residential Uses or Lots, if applicable: _____

Are there existing development restrictions affecting the property? _____ Yes _____ No

If yes, describe (*Examples: Previous Variations, Conditions, Easements, Covenants*):

PROPERTY OWNER/APPLICANT INFORMATION

Property Owner(s):

Name: _____

Address: _____

Telephone: (____) _____ Fax: (____) _____ E-mail: _____

Applicant: (*if Different from Owner*)

Name: _____ Relationship to Property: _____

Address: _____

Telephone: (____) _____ Fax: (____) _____ E-mail: _____

PROJECT DESCRIPTION *Attach additional pages if necessary*

Proposed Use(s): _____

Critical Areas (*steep slopes, wetlands, streams, erosion hazard areas, etc.*):

Provide any additional pertinent information (*existing/proposed building area, area of building demolition, proposed building height, construction type, proposed number of parking stalls, etc.*):

Questions/Concerns – *Please list any specific questions or concerns that you have regarding your project:*

SITE PLAN REQUIREMENTS

Please bring 2 copies of full-size plans to the meeting. The following plans are required:

- Preliminary site plan, which shall include the following details:
 - Parcel number or street address;
 - Date, scale, and north arrow (oriented to the top of the paper/plan sheet);
 - Subject property with all property lines, adjacent streets, and easements dimensioned and identified;
 - Location, dimensions, and property line setbacks of existing and proposed structures, parking/loading areas, driveways, and landscape areas;
 - Location of existing driveways adjacent to the subject property or on the opposite side facing the subject property;
 - Existing public improvements including: curbs, gutters, sidewalks, and fire hydrants (if applicable);
 - Generalized utilities plan, drainage and storm water runoff provisions (if available);
 - Natural features such as streams, lakes, and wetlands;
 - Topography – Existing and proposed contours shown at intervals not greater than 5'
- Simple site and/or building section
- Conceptual building elevations or perspective sketch (not required for preliminary plat or short plat approvals)
- Any other documents or plans pertinent to the project

SIGNATURES

APPLICANT:

Signature

Print Name

Date

PROPERTY OWNER (if not applicant):

Signature

Print Name

Date



CITY OF NEWCASTLE
Community Development
Department

Agreement to
Pay Fees

Project Name: _____

Project File #: _____

AGREEMENT TO PAY FEES

1. It is the City of Newcastle's policy that applicants pay the direct cost attributable to processing their applications. These direct costs include all out-of-pocket expenses, staff and/or consultant time necessary to process and review the application. Included in the costs is a 10% administrative fee for handling and payment of consultant invoices on behalf of the applicant.

To facilitate payment, parties requesting City of Newcastle services must submit a deposit along with this Agreement to Pay Fees. The amount of the deposit will be determined by the Department of Community Development and is based on the estimated cost of processing the application through approval. Typically the City requests half of the estimated project cost up front with the balance paid during the review process. This is consistent with the Department's Operating Procedures.

The processing cost for projects can seldom be accurately estimated in advance. Therefore, please understand that the actual cost of processing your application may exceed the amount of deposit requested and/or estimated cost.

2. Applicant agrees to pay the applicable development fees adopted by resolution, as may be amended in the future and pay the following deposit with execution of this agreement, receipt of which is hereby acknowledged.

Required Deposit: \$ _____

The above deposit shall be applied toward services performed and costs expended on applicant's behalf. The deposit will be placed in a City of Newcastle non-interest bearing account. No interest will accrue on the deposit. The City of Newcastle will keep an accounting of amounts charged against the deposit and provide the applicant monthly statements showing the drawdown of the deposit funds.

The City of Newcastle will notify the applicant, prior to the deposit being exhausted, that additional funds are needed. The replenishment of the deposit is due immediately upon notification by the City. If the deposit requested is not remitted immediately, all project review may be halted until payment is received.

3. In the instance that the project is complete and the deposit balance does not cover the final costs, a bill will be sent to the applicant. If the bill is not paid within the standard 30 days it is considered past due and the City will start its collection procedures, including potential referral to a collection agency. All past due accounts are assessed a \$15 late fee per City resolution.

If a balance remains on deposit after the project is complete and the maintenance period has passed, the balance will be refunded to applicant.

By signing this agreement, the applicant understands and acknowledges that the payment of fees does not entitle the applicant to an approved land use permit. The applicant also understands that the failure to replenish the deposit as requested by the City may result in a delay or inability to process the requested land use permit application, as well as other possible sanctions.

By signing below, the applicant represents that they have read the Agreement to Pay Fees set forth above, and agrees to the terms and conditions set forth in this agreement.

APPLICANT SIGNATURE: _____

PRINTED NAME: _____

ADDRESS:

PHONE NUMBER: _____